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12 February 1971

MEMORANDUM FOR: CIA Records Administration Officer

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VIA : [REDACTED] *RD 2/16/71*  
SUBJECT : OC Records Control Schedule Change

I recommend your approval of Item 3b "Miscellaneous Obligations Records". This item now includes former Item 4d(2) which should have been in this file. Virginia is now bringing her files in line.

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Agency [REDACTED] Section III Records paragraph 15 cites:

- a. Statutory provisions (31 USC 665) require that the head of each agency prescribe, by regulation, a system of administrative control which shall be designed (1) to restrict obligations or expenditures against each appropriation to the amount of apportionments or reapportionments made for each appropriation, and (2) to enable the agency head to fix responsibility when obligations in excess of an allotment are created.
- b. The basic purposes of allotment and requisitioning authorization control records are (1) to prevent the overobligation of funds or the overissuance of requisitions by reflecting the current amount of funds and requisitioning authorizations, (2) to reflect for each FAN account the obligations incurred, and (3) to show the amount of unobligated funds and unused requisitioning authorizations remaining.
- c. The Office of Finance maintains the official accounting and budgetary control records for the Agency. Such record keeping, however, does not relieve allottees from the responsibility of restricting obligations to amounts of allotments and of restricting requisitions to related authorizations.

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The General Records Schedule Item 7-4a covers Item 3b and former Item 4d(2) of the Office of Communication Records Control Schedule #50-65/03.

This same item is also covered in the Office of Finance Records Control Schedule 31-70, 3801 item 5c.

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